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# RULES FOR FILING CARDS

IN THE DICTIONARY CATALOGUES OF  
THE CARNEGIE LIBRARY OF  
PITTSBURGH



SECOND EDITION

PITTSBURGH  
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## Preface to the Second Edition

The following rules, based on those found in the fourth edition of Cutter's "Rules for a dictionary catalogue," have been compiled for the use of assistants in the Carnegie Library of Pittsburgh. They apply to the filing of *printed* cards, the form used in all the card catalogues of this Library.

No attempt has been made to set forth or defend any rules of entry followed in cataloguing; these rules for arrangement presuppose the acceptance of certain catalogue entries which are followed in this Library. Rules which do not necessitate any deviation from the strictly alphabetical order are not given. For example, no statement is made about the filing of names differing but slightly in spelling, as Green and Greene, Brown and Browne, etc., because they are filed alphabetically in two files as spelled. Some aids have been incorporated to guide the untrained assistant, such as the entries for articles in foreign languages. The alphabetical rather than the logical arrangement has been adopted to facilitate quick reference.

Very few changes have been made in this edition, the only one of importance being under "New York," on pages 24 and 25.

The rules represent the practice followed by the Catalogue Department and were compiled for publication by Margaret Mann, Chief Cataloguer.

HARRISON W. CRAVER,

*Librarian.*

January 26, 1917.

THE  
MUSEUM



## Rules for Filing Cards

### Abbreviations.

Arrange abbreviations as if spelled in full (except Mr and Mrs), and elisions as if one word.

#### *Example*

A B C of swimming.  
American Iron and Steel Association.  
American Jewish Historical Society.  
American Library Association.  
A. L. A. booklist.  
A. L. A. catalog.  
American Library Institute.  
Art de linguistique.  
Art de l'instruction.  
Art d'économiser.  
Art des mines.  
Art d'être grandpère.  
Art digne.  
Art d'instruire.  
Dr Latimer.  
Doctor Luke.  
Dr North.  
Mozart, W. A.  
Mr Dooley.  
Mrs Tree.  
Much ado about nothing.  
Who goes there?  
Who'd be king?  
Who's who.  
Whose home is the wilderness.

Arrange proper names beginning with M', Mc, St., Ste. as if spelled Mac, Saint, Sainte.

#### *Example*

Maclaren, J. M.	Saint Pierre, J. H. Bernardin de.
M'Laren, J. T.	St. Vincent, J. J.
McLaren, L. L.	Ste. Anne des Monts.
M'Laren, R. S.	Sainte-Beuve, C. A.
MacLaren, W. W.	

**Added entry.** See **Author arrangement.**—**Place** (country, state, city).

**Ampersand.**

Character "&" is alphabetized as "and," "et," "und," etc., according to the language used.

*Example*

Art & craftsmanship.  
 Art & artistes au 18e siècle.  
 Berlin & the German empire.  
 Berlin & seine bauten.

**Analytical entries.**

*Author.* File by author and title underscored in contents, disregarding author and title of the main book.

*Subject.* File first by subject at top of card, second by author of analytical underscored in contents and third by title of analytical. If there is no author in contents file by the author of the main book.

*Sample cards*

*Donnay, Maurice.*

Clark, Barrett Harper, *ed.* 842 C51

Three modern plays from the French, with a preface by Clayton Hamilton. 1914. Holt.

*Contents:* The prince d'Aurec, by Henri Lavedan.—The pardon, by Jules Lemaitre.—The other danger, by Maurice Donnay.

*England. History. Norman period.*

Oman, Charles William Chadwick, *ed.* 942 O24h

History of England. v.2, 4-5. 1904-05. Methuen.

v.2. England under the Normans and Angevins, 1066-1272, by H. W. C. Davis.

v.4. England under the Tudors, by A. D. Innes.

v.5. England under the Stuarts, by G. M. Trevelyan.

*China. Politics and government.*

Johnson, Samuel, 1822-82. 299 J36

Oriental religions and their relation to universal religion; China. 1877.

*Contents:* ELEMENTS: The Chinese mind.—Labor.—Science.—External relations.—Ethnic type.—Resources.—STRUCTURES: Education.—Government.—Language.—Literature.—History.—Poetry.—SAGES: Rationalism.—Confucius.—Doctrine of Confucius.—Influence of Confucius.—Mencius.—BELIEFS: Foundations.—Buddhism.—Missionary failures and fruits.—Tao-ism.—Philosophy.

"Fung-shui," p.715-717.

**Apostrophe.** See **Punctuation marks.**

**Articles.**

Disregard article at the beginning of an entry, but consider if not the first word.

*Example*

The man of his time.	Frau Holde.
Man of mark.	Die Frau Marchesa.
A man of the age.	Frau Sorge.
Man of the world.	Eine frau wie du.
The man of yesterday.	Frau Wilhelmine.
Un homme d'affaires.	
L'homme de neige.	
Homme du peuple.	
L'homme qui rit.	

**Articles in foreign languages**

Danish or Norwegian.

	<i>Singular</i>		<i>Plural</i>	
<i>n.</i>	<i>common</i>			
den	det	de [di]		the
en	et			a

Dutch.

	<i>Singular</i>			<i>Plural</i>	
	<i>m.</i>	<i>f.</i>	<i>n.</i>		
<i>nom.</i>	de	de	het, 't	de	} the
<i>gen.</i>	des	der	des	der	
<i>dat.</i>	den	der or de	het	den	
<i>acc.</i>	den	de	het, 't	de	
	<i>m.</i>	<i>f.</i>	<i>n.</i>		
<i>nom.</i>	een	eene	een		} a
<i>gen.</i>	eens	eener	eens		
<i>dat.</i>	eenen or een	eener or eene	eenen or een		
<i>acc.</i>	eenen or een	eene	een		

French.

	<i>Singular</i>			<i>Plural</i>	
	<i>m.</i>	<i>f.</i>	<i>Before vowel</i>	<i>m. &amp; f.</i>	
			<i>m. &amp; f.</i>		
<i>nom.</i>	le	la	l'	les	} the
<i>gen.</i>	du	de la	de l'	des	
<i>dat.</i>	au	à la	à l'	aux	
<i>acc.</i>	le	la	l'	les	
	un	une			a

## Articles in foreign languages—continued.

## German.

	<i>Singular</i>			<i>Plural</i>	
	<i>m.</i>	<i>f.</i>	<i>n.</i>	<i>m. f. n.</i>	
<i>nom.</i>	der	die	das	die	} the
<i>gen.</i>	des	der	des	der	
<i>dat.</i>	dem	der	dem	den	
<i>acc.</i>	den	die	das	die	
<i>nom.</i>	ein	eine	ein		} a
<i>gen.</i>	eines	einer	eines		
<i>dat.</i>	einem	einer	einem		
<i>acc.</i>	einen	eine	ein		

## Hungarian.

a, az	the
egy	a

## Italian.

	<i>Singular</i>			<i>Before vowels</i>		
	<i>m.</i>	<i>m.</i>	<i>f.</i>	<i>m. &amp; f.</i>		
<i>nom. acc.</i>	il	lo <sup>1</sup>	la	l'	}	the
<i>gen.</i>	del	dello	della	dell'		
<i>dat.</i>	al	allo	alla	all'		
<i>abl.</i>	dal	dallo	dalla	dall'		
	<i>Plural</i>			<i>Before vowels</i>		
	<i>m.</i>	<i>m.</i>	<i>f.</i>	<i>m.</i>	<i>f.</i>	
<i>nom. acc.</i>	i	gli	le	gli <sup>2</sup>	le	}
<i>gen.</i>	dei	degli	delle	degli	delle	
<i>dat.</i>	ai	agli	alle	agli	alle	
<i>abl.</i>	dai	dagli	dalle	dagli	dalle	

<sup>1</sup> lo is used before *s* followed by another consonant; also before *z*.<sup>2</sup> The *i* of *gli* is elided only when the following word begins with an *i*.

	<i>m.</i>	<i>f.</i>	
<i>nom. acc.</i>	un	una	} a
<i>gen.</i>	d'un	d'una	
<i>dat.</i>	ad un	ad una	
<i>abl.</i>	da un	da una	

## Latin.

No articles.

## Lithuanian.

No articles.

## Norwegian. See Danish or Norwegian.

**Articles in foreign languages—continued.**

Polish.

No articles.

Portuguese.

<i>Singular</i>		<i>Plural</i>		
<i>m.</i>	<i>f.</i>	<i>m.</i>	<i>f.</i>	
o	a	os	as	the
um	uma			a

Spanish.

		<i>Singular</i>		
		<i>m.</i>	<i>f.</i>	<i>n.</i>
<i>nom.</i>	el	la	lo	} the
<i>gen.</i>	del	de la	de lo	
<i>dat.</i>	al, para el	á la, para la	á lo, para lo	
<i>acc.</i>	el, al	la, á la	lo, á lo	
		<i>Plural</i>		<i>Neuter has no plural</i>
		<i>m.</i>	<i>f.</i>	
<i>nom.</i>	los	las	} the	
<i>gen.</i>	de los	de las		
<i>dat.</i>	á los, para los	á las, para las		
<i>acc.</i>	los, á los	las, á las		
	un	una	a	

Swedish.

<i>Singular</i>		<i>Plural</i>	
<i>m. &amp; f.</i>	<i>n.</i>		
den	det	de	the
en	ett		a

**Associations.** See **Place**, compound names of places, subjects, societies, institutions.—**Place** (country, state, city).

**Author arrangement.**

1. Author as main entry.
2. Author as secondary entry.
3. Works about an author.

1. Author as main entry.

Arrange in one alphabet works either written, compiled, edited, translated, or written jointly with another. Author of analytic, underlined in note or contents, should be filed in its alphabetical place in the above group, arranged by the title of the analytic rather than the title of the book. In case title of separate work and of analytic are the same, file separate work first.

See also Analytical entries.

**Author arrangement**—*continued*.

## 2. Author as secondary entry.

Arrange in one alphabet, after all authors as main entry, all secondary author entries. These include added entries under compiler, editor, translator, illustrator, publisher. Arrange these secondarily by the main author of the book, not by title.

## 3. Works about an author.

Arrange in one alphabet, after all secondary entries, the works about an author. Arrange these secondarily by the author of the book; if an analytical entry, arrange secondarily by author of the analytic. Anonymous works about an author file secondarily under the title of the work.

*Example*

## 1. Lang, Andrew.

Ballads of books.

Lang, Andrew, and others.

A batch of golfing papers.

Lang, Andrew, comp.

Blue poetry book.

Lang, Andrew.

Complete works.

Lang, Andrew, & Lang, John.

Highways and byways in the Border.

Lang, Andrew.

Marett, R. R. ed.

Anthropology and the classics.

Contents: Homer and anthropology, by Andrew Lang.

Lang, Andrew.

Homer and the epic.

Lang, Andrew, & Mason, A. E. W.

Mason, Alfred Edward Woodley, & Lang, Andrew.

Parson Kelly.

Lang, Andrew, ed.

Red fairy book.

## 2. Lang, Andrew, tr.

Homer.

Iliad; tr. by Andrew Lang.

Lang, Andrew, and others, tr.

Homer.

Odyssey; tr. by Andrew Lang.

Lang, Andrew, ed.

Lang, Mrs Leonora Blanche.

Book of saints and heroes.

**Author arrangement**—*continued*.

3. Lang, Andrew.  
     Gosse, E. W.  
     Andrew Lang.
- Lang, Andrew.  
     James, Henry.  
     Lang; a biography.
- Lang, Andrew.  
     Lang, Andrew.  
     Letters.
- Lang, Andrew.  
     Matthews, Brander.  
     Aspects of fiction.  
     Contents: American literature.—The penalty of humor.  
     —Two Scotsmen of letters; Andrew Lang, R. L. Stevenson.

*See also* Bible.—Homer.—Periodicals.—Place (country, state, city).  
 —Shakespeare, William.—Wagner, Richard.

**Bible.** Arrange as follows:

- I. Whole Bible.
  1. Bible treated as author, i. e. text.
    - a. English text.  
     Arrange alphabetically by title.
    - b. Foreign texts.  
     Arrange alphabetically by name of language.
  2. Bible treated as subject, i. e. works about the Bible.  
     Arrange alphabetically under the various subdivisions.

*Example*

Bible. Whole. Antiquities.  
 Bible. Whole. Authority, inspiration, criticism.  
 Bible. Whole. Bibliography.  
 Bible. Whole. Biography.

II. Old testament.

- 1 and 2 arrange as in whole Bible.
3. Collections of single books. (Except 4 and 6.)
4. Hexateuch, Pentateuch, etc.  
     Arrange according to number of books included, the collection containing the largest number coming first.
5. Single books, arranged in the order of the English version, illustrative works on each book following the editions of the text of that book.
6. Collections of the prophetic books follow the Song of Solomon.
7. Apocrypha.
8. Pseudepigrapha.

III. New testament.

- 1 and 2 arrange as in whole Bible.

**Bible**—*continued*.

3. Collections of single books. (Except Gospels and Epistles.)
4. Gospels.
5. Single books, arranged as in Old testament.
6. Collections of the Epistles follow the Acts.
7. Apocrypha.

## Arrangement of books of the Old testament.

Genesis.	Esther.	Amos.
Exodus.	Job.	Obadiah.
Leviticus.	Psalms.	Jonah.
Numbers.	Proverbs.	Micah.
Deuteronomy.	Ecclesiastes.	Nahum.
Joshua.	Song of Solomon.	Habakkuk.
Judges.	Isaiah.	Zephaniah.
Ruth.	Jeremiah.	Haggai.
Samuel.	Lamentations.	Zechariah.
Kings.	Ezekiel.	Malachi.
Chronicles.	Daniel.	Apocrypha.
Ezra.	Hosea.	Pseudepigrapha.
Nehemiah.	Joel.	

## Arrangement of books of the New testament.

Matthew.	Ephesians.	Hebrews.
Mark.	Philippians.	James.
Luke.	Colossians.	Peter.
John.	Thessalonians.	John, Epistles.
Acts.	Timothy.	Jude.
Romans.	Titus.	Revelation.
Corinthians.	Philemon.	Apocrypha.
Galatians.		

**Business firms.** *See* **Firms.**

**Charters** (as subhead). *See* **Place** (country, state, city).

**Chronological arrangement.** *See* **Congresses.**—**History.**—**Maps.**—**Personal names, forenames and surnames** the same.

**City.** *See* **Geographical names.**—**Place** (country, state, city).

**Classical names.** *See* **Personal names, Greek and Latin.**

**Compiler.** *See* **Author arrangement.**

**Compound forenames.** *See* **Forenames.**

**Compound names of places, subjects, societies, institutions.** *See* **Place,** compound names of places, subjects, societies, institutions.

**Compound personal names.** *See* **Personal names, compounded of two names.**—**Personal names with prefix.**



**Compound words.** *See* **Hyphenated words.**—Place, compound names of places, subjects, etc.

**Conferences.** *See* **Congresses.**

**Congresses.**

When congresses and conferences are distinguished by number or date, arrange by number or date, not alphabetically.

*Example*

International Congress of Applied Chemistry (7th), London, 1909.

International Congress of Applied Chemistry (8th), Washington and New York, 1912.

**Constitution** (as subhead). *See* **Place** (country, state, city).

**Corporate entry.** *See* **Place, compound names of places, subjects, societies, institutions.**—**Place** (country, state, city).

**Country.** *See* **Place** (country, state, city).

**County.** *See* **Geographical names.**

**Dates.** *See* **Numerals.**

**Directories** (as subhead). *See* **Place** (country, state, city).

**Edition.** *See* **Title.**

**Editor.** *See* **Author arrangement.**

**Elisions.** *See* **Abbreviations.**

**Family names.** *See* **Personal names compounded of two names.**

**Figures.** *See* **Numerals.**

**Firms.**

When a publisher or a firm name is same as personal name, file by forename in its alphabetic place among the personal names. If firm name has no forename file after personal names.

*Example*

Jones, J. C.

Jones (L. M.) & Son, N. Y.

Jones, R. B.

Jones (Robert) Company, Philadelphia.

Jones, Robert Henry.

Jones & Laughlin Steel Co. Pittsburgh.

Jones, Miller and Co. N. Y.

Jones, Smith and Brown, Boston.

**Foreign titles.** *See* **Translations.**

**Forenames.**

Forenames used as headings precede surnames.

*Example*

Christian II.

Christian, James.

The Christian. Caine, Hall.

Christian art.

Headings like Charles, George, Henry, etc., arrange in the following groups:

1. Saints.
2. Popes.
3. Sovereigns.
4. Princes and nobility.
5. Others.

The saints are arranged secondarily by their usual appellatives, the popes by their number. Sovereigns in alphabetic order of countries and under countries numerically. Other persons are arranged secondarily by their usual appellatives.

*Example*

John, <i>St.</i>	John, <i>duke of Burgundy.</i>
John of Damascus, <i>St.</i>	John of Gaunt, <i>duke of Lancaster.</i>
John X, <i>pope.</i>	John of Fordun.
John XXI, <i>pope.</i>	John of Parma.
John, <i>king of England.</i>	John of Salisbury, <i>bp.</i>
John V, <i>king of Portugal.</i>	John, Griffith.
John III, <i>king of Sweden.</i>	John Crerar Library, Chicago.
John of Austria, <i>prince.</i>	John Halifax, gentleman.
John IV, <i>duke of Bretagne.</i>	

Note that emperors are not to be separated from kings.

Such names as Frederick William, Ernest August Charles, Charlotte Augusta, Marie Antoinette, may be regarded as compound forenames. They should be arranged in the above groups, the compounds of each group following the single names.

*See also* Personal names, forenames and surnames the same.

**Geographical names.**

When the same word serves for several kinds of heading the order is: person, place, subject, title.

*Example*

Buffalo, N. Y.  
Buffalo (animal).  
Buffalo Bill's wild West show.  
Washington, George.  
Washington (state).  
Washington, D. C.  
Washington, Pa.  
Washington Adams in England.  
Washington county, Pa.  
Washington Literary Society.

When states and cities have the same name arrange first state (official followed by non-official entries), second city (official followed by non-official entries).

County of the same name is filed in its alphabetical place and the word county is considered in alphabetizing. The filing of New York county is an exception to this. For its arrangement see example under Place (country, state, city).

*Example*

Washington (state)—Geological survey.  
Washington, D. C.  
Washington (D. C.) Playground Association.  
Washington, Pa.  
Washington and Jefferson College.  
Washington College.  
Washington county, Ohio.  
Washington county, Pa.  
Washington in Lincoln's time.  
Washington national monument.  
Washington (state) University.

*See also* Place, compound names of places, subjects, etc.—Place (country, state, city).—Subject (as subhead).

**Government entries.** *See* Place (country, state, city).

**Greek names.** *See* Personal names, Greek and Latin.

**History.**

When the history of a country is subdivided by periods or events, these subdivisions are arranged chronologically, not alphabetically.

*Example*

- U. S. History. Colonial period.
- U. S. History. Revolution.
- U. S. History. War of 1812.
- U. S. History. Civil war.
- U. S. History. Reconstruction period.

The Revolution and the Civil war are subjects which include so much material that they have been subdivided. The subdivisions are arranged alphabetically.

*Example*

- U. S. History. Civil war. Bibliography.
- U. S. History. Civil war. Biography.
- U. S. History. Civil war. Campaigns and battles.
- U. S. History. Civil war. Finance.
- U. S. History. Civil war. Poetry.

**Homer.**

Arrange entries in the following order:      ✕

1. Collected works arranged alphabetically by title.
2. Commentaries and criticisms on collected works arranged alphabetically by author.
3. Dictionaries and concordances.
4. Separate works in one alphabet arranged by title. Under each work arrange first the texts, then books about it, arranged secondarily by author of book.
5. Homer for children.

*Example*

1. Homer.
  - Opera Græco-Latina.
  - Homer.
  - Works.
2. Homer.
  - Clerke, A. M.
  - Familiar studies in Homer.
  - Homer.
  - Lawton, W. C.
  - Art and humanity in Homer.

**Homer**—*continued*.

3. Homer.  
     Autenrieth, Georg, ed.  
     Homeric dictionary.  
     Homer.  
     Ebeling, Heinrich, ed.  
     Lexicon Homericum.
4. Homer.  
     Battle of the frogs and mice (text).  
     Homer.  
     Battle of the frogs and mice (criticism).  
     Homer.  
     Hymns (text).  
     Homer.  
     Hymns (criticism).  
     Homer.  
     Iliad (text).  
     Homer.  
     Iliad (criticism).  
     Homer.  
     Odyssey (text).  
     Homer.  
     Odyssey (criticism).
5. Homer.  
     Brooks, Edward.  
     Story of the Iliad.  
     Homer.  
     Church, A. J.  
     Stories from Homer.

✓ **Hyphenated words.**

Arrange as if separate words, disregarding hyphen.

*Example*

Happy home.  
 Happy-Thought Hall.  
 Happy thoughts.

But file as one word the following:

Anti-Christ.  
 Bi-centennial.  
 Con-tect (weekly).  
 Co-operative.  
 Pre-historic.  
 Pre-Raphaelite.  
 To-day.

*See also* Place, compound names of places, subjects, etc.

**Illustrator.** *See* **Author arrangement.**

**Initial articles.** *See* **Articles.**

**Initials.**

Arrange all entries beginning with *initials only* before those beginning with full words of same initial letter. File initials standing for the name of a person before those beginning a title.

*Example*

T., H.  
T., J.  
T., L. G.  
T., V.  
T. R. in cartoons.  
T. Square Club.  
T. Tembarom.  
Tabb, John Banister.  
Table talk.

*See also* **Abbreviations.**

**Institutions.** *See* **Place, compound names of places, subjects, societies, institutions.—Place** (country, state, city).

**International congresses.** *See* **Congresses.**

**Inverted subject heading.** *See* **Subject** (as subhead).

**Joint author.**

File with other works by the first author, disregarding the name of the second author.

*See* examples under **Author arrangement.**

**Latin names.** *See* **Personal names, Greek and Latin.**

**Mc, Mac.** *See* **Abbreviations.**

**Main entry.** *See* **Author arrangement.**

**Maps.**

Arrange alphabetically by name of place. If there be more than one entry under a place arrange chronologically.

*Example*

Maps—Paris.  
Maps—Pennsylvania.  
Maps—Pennsylvania. (1884.)  
Maps—Pennsylvania. (1885.)  
Maps—South America.

**Mr and Mrs.** *See Abbreviations.*—Personal names, titles of honor and distinction.

**Music.**

Arrange in two files.

1. Books about music.
2. Musical scores.

*Examples of headings and subheadings for musical scores*

Music. Chamber music.  
 Music. Chamber music. Quartets. Strings.  
 Music. Chamber music. Quintets.  
 Music. Piano.  
 Music. Piano. Concertos.  
 Music. Piano. Duets.  
 Music. Piano. Mazurkas.  
 Music. Piano. Sonatas.

**New York.** *See Place* (country, state, city).

**Noblemen.** *See Forenames.*

**Numerals.**

Arrange titles beginning with numerals as if the figures were written out in the language of the rest of the title.

*Example*

Nineteenth army corps.	Achtspännig.
19th century almanac.	1813; kriegsbild.
Nineteenth century prose.	Acids.

Arrange numerals in English, 100, 1,000, 100,000 as if spelled out, one hundred, one thousand, one hundred thousand; not a hundred, a thousand, a hundred thousand. Such numbers over 1,000, as 1,500, 2,300, 1,000,000, arrange as if spelled out, one thousand five hundred, two thousand three hundred, one million; not fifteen hundred, twenty-three hundred, ten hundred thousand.

English and German numerals indicating years form an exception to this, and 1800, 1900, etc. are arranged as if spelled eighteen hundred, nineteen hundred, achtzehn hundert, neunzehn hundert, but corresponding French numerals are arranged as if beginning with *mil*, thus 1812 is arranged as if spelled *mil huit cent douze*.

**Official publications.** *See Place* (country, state, city).

**Order of entries.** *See Person, place, subject, title, having the same name.*

**Ordinances** (as subhead). *See Place* (country, state, city).

**Periodicals.**

When a periodical is used as an author, always file after entry for periodical itself.

*Example*

Review of reviews; monthly.

Review of reviews.

Annual index of periodicals and photographs.

Review of reviews.

Pittsburg; a new great city.

**Person, place, subject, title, having the same name.**

When the same word serves for several kinds of heading the order is: person, place, subject, title.

*Example*

Buffalo, N. Y.

Buffalo (animal).

Buffalo Bill's wild West show.

Washington, George.

Washington (state).

Washington, D. C.

Washington, Pa.

Washington Adams in England.

Washington county, Pa.

Washington Literary Society.

Washington (state) University.

**Personal names compounded of two names.**

Arrange personal names compounded of two names, with or without a hyphen, after the first name but before the next longer word; all author names file before all subjects or titles beginning with the same name. Surnames with "family," "dynasty" or "house" should follow plain surname and not be mixed with compound names or titles beginning with surname.

*Example*

Wood, William Wallace.

Wood family.

Wood-Jones, Frederic.

Woodberry, George Edward.

Lloyd, William.

Lloyd family.

Lloyd Brothers, Cincinnati.

Lloyd George, David.

Lloyd George family.

Lloyd-Williams, Richard.

Lloyd guide to Australasia.

Lloyd Library.



✓ **Personal names, forenames and surnames the same.**

When surnames and forenames are the same arrange chronologically if dates are given. Names without dates precede those with dates. If there are several they may be filed by epithet or title of honor, such as Capt., Rev., Sir.

*Example*

Scott, Walter, *M. A.*  
 Scott, *Sir* Walter.  
 Scott, Walter, 1854-96.  
 Scott, Walter, *b.* 1876.

✓ **Personal names, Greek and Latin.**

Arrange Greek and Latin personal names by their patronymics or other appellatives.

*Example*

Dionysius.  
 Dionysius Areopagita.  
 Dionysius Chalcidensis.  
 Dionysius Genuensis.

**Personal names, titles of honor and distinction.**

Pay no attention to prefixes as Mrs, Sir, Lady, etc., or to suffixes, as bp., graf, comte, baron, etc. unless forenames are the same, in which case use to distinguish. If there is no forename, but only a title or such term as Mother, Uncle, Professor, file before entries with forenames.

*Example*

Ross, Mother.  
 Ross, Professor.  
 Ross, A. C.  
 Ross, M. R.

✓ **Personal names with prefix.**

A personal name with prefix is considered as one word.

*Example*

Demonstration.	Leslie.
Demophilus.	Le Soudier.
De Morgan.	Lessing.
Demosthenes.	Saint-Amand.
Ducal palaces.	Sainte-Beuve.
Du Chaillu.	Saintly lives.
Duchess of Malfi.	Tenant of Wildfell hall.
Lame dog's diary.	Ten Eyck.
La Motte Fouqué.	Tennis.
Lampighter.	Vanadium.
	Van Buren.
	Vanity fair.

**Pittsburgh.** *See Place* (country, state, city).

**Place, compound names of places, subjects, societies, institutions.**

Arrange compound names of places and names of societies and institutions as separate words.

*Example*

New, John.  
New Hampshire.  
New legion of Satan. (Title.)  
New Sydenham Society.  
New thought.  
Newark.  
Newfoundland.  
Newspapers.

But arrange as single words compound words which are printed as one.

*Example*

Book-binding. *See* Bookbinding.  
Book-keeping.  
Book-plates.  
Bookbinding.  
Bookkeeping for retail stores.  
Books and reading.  
Bookselling.

**Place** (country, state, city).

1. Works by a country, state or city as author.
2. Works about a country, state or city.
3. Associations, institutions or titles beginning with name of country, state or city.

1. Arrange in one alphabet works by a country, state or city as author, or author as secondary entry.

In these entries the name of place is followed by dash and name of government department. Secondary entries are filed secondarily by title, not by main author of book.

*Example*

Canada—Geological survey.  
Annual report.  
Canada—Geological survey.  
Young, G. A.  
Descriptive sketch of the geology of Canada.  
Issued by the Canada geological survey.

**Place** (country, state, city)—*continued*.

Canada—Geological survey.  
Guide book.

Canada—Geological survey.  
Reports of progress.

In a few cases the period is used instead of dash after name of place in official entries, but this does not change the order. These are for form headings such as, Constitution, Statutes, Charter, Directories and Ordinances.

2. Arrange in one alphabet after works by a country, state or city all works about a country, state or city. In these entries the name of the place is followed by period and subdivision.

3. Arrange in one alphabet after works about a country, state or city all associations, institutions and titles beginning with its name. Disregard the comma which often follows the name of place in this form of entry.

*Country*

1. U. S.—Chemistry bureau.  
U. S.—Forestry division.  
U. S.—Post office department.  
U. S.—President.  
U. S. Statutes.  
U. S.—War department.
2. U. S. History.  
U. S. Post office. (For books about the department.)  
U. S. President. (For books about the presidents.)
3. U. S. catalog.  
U. S. Steel Corporation.

*State*

1. Pennsylvania—Agriculture, Department of.  
Pennsylvania. Constitution.  
Pennsylvania—Education commission.  
Pennsylvania—State library.
2. Pennsylvania. Description and travel.  
Pennsylvania. History.  
Pennsylvania. Militia.
3. Pennsylvania farmer.  
Pennsylvania State Agricultural Society.  
Pennsylvania stories.  
Pennsylvania University.

**Place** (country, state, city)—*continued*.

*City*

1. Pittsburgh—Assessors.  
Pittsburgh. Charter. (As author.)  
Pittsburgh—Council.  
Pittsburgh. Directories.  
Pittsburgh—Health bureau.  
Pittsburgh. Ordinances.  
Pittsburgh—Public education board.  
Pittsburgh—Water bureau.
2. Pittsburgh. Charities.  
Pittsburgh. Charter. (For books about the charter.)  
Pittsburgh. History.  
Pittsburgh. Municipal improvement.  
Pittsburgh. Public education board. (For books about the board.)  
Pittsburgh. Streets.
3. Pittsburgh, Academy of Science and Art.  
Pittsburgh almanac.  
Pittsburgh, Chamber of Commerce.  
Pittsburgh mercury.  
Pittsburgh Survey.  
Pittsburgh the powerful.  
Pittsburgh University.

In filing cards under New York, arrange

1. New York (state).
  - a. as author.
  - b. as subject.
2. New York (colony).
3. New York (county).
4. New York (city).
  - a. as author.
  - b. as subject.
5. All titles, associations, periodicals, etc. beginning with New York.

This includes city and state associations.

The word *city* or *state* when enclosed in parentheses is to be disregarded in filing.

*Example*

1. New York (state)—Botanist.  
New York (state)—Education department.

**Place** (country, state, city)—*continued*.

- New York (state). Geology.
- New York (state). History.
- 2. New York (colony)—Council.
- 3. New York (county)—Court house board.
- 4. New York (city)—Health department.
- New York (city)—Police department.
- New York (city). Description.
- New York (city). Police department. (For books about the department.)
- New York (city). Poor.
- 5. New York architect.
- New York (state), Chamber of Commerce.
- New York City Christian Science Institute.
- New York, City Club.
- New York Edison Company.
- New York (city), Merchants' Association.
- New York musical gazette.
- New York, Shakespeare Society.
- New York Tribune.

*See also* Geographical names.

**Place subdivisions under subject.** *See* **Subject** (as subhead).

**Popes.** *See* **Forenames**.

**Possessive case.** *See* **Punctuation marks**.

**Prefixes.** *See* **Personal names**, titles of honor and distinction.—**Personal names with prefix**.

**Princes.** *See* **Forenames**.

**Pseudonyms.**

Arrange pseudonyms after the corresponding real name.

*Example*

- Andrew, *pseud*.
- Andrew, St.
- Andrew, St. *pseud*.
- Andrew, John.
- Andrew, John, *pseud*.
- Andrew, John Albion.

**Publisher.** *See* **Firms**.

**Punctuation marks.**

Disregard punctuation marks and apostrophe. The possessive case singular should be arranged with the plural.

*Example*

Boys' and girls' book.  
 Boy's book of rhyme.  
 Boy's Odyssey.  
 Boys of 1812.  
 Boys of Fairport.  
 Boys' own book.

**Rulers.** *See* **Forenames.**

**Saints.** *See* **Forenames.**

**Same name used for several kinds of heading.** *See* **Geographical names.**

**Secondary entry.** *See* **Author arrangement.**—Place (country, state, city).

**"See also" cards.**

"See also" cards follow entry of same heading.

*Example*

Children.  
 Children. *See also.*  
 Children. Care and training.  
 Children. Care and training. *See also.*

**Series.**

When a series entry consists of an author and title, arrange with other works by the same author as main entry, and arrange secondarily by the author of the individual book in the series. In case of numbered monograph series, arrange numerically.

*Example*

Minnesota University.  
     Alumni record.  
 Minnesota University. Current problems. (Series.)  
 Minnesota University.  
     President's report.  
 Minnesota University.  
     Studies in the physical sciences and mathematics. (Series.)  
 Minnesota University.  
     Vocations open to women.

**Shakespeare.**

Arrange entries in the following order:

1. Collected works in one alphabet.

**Shakespeare**—*continued*.

2. Separate plays in one alphabet, arranged by name of play. Under each play arrange first the texts of the play, then works about the play, arranged secondarily by author of book. The poems of Shakespeare file after the separate plays and before works about Shakespeare.

3. Works about Shakespeare and the plays in general arranged alphabetically under subheadings.

*Example*

1. Shakespeare, William.  
Complete works.  
Shakespeare, William.  
Dramatische werke.  
Shakespeare, William.  
Works.
2. Shakespeare, William.  
As you like it (text).  
Shakespeare, William.  
As you like it (criticism).  
Shakespeare, William.  
Hamlet (text).  
Shakespeare, William.  
Hamlet (criticism).  
Shakespeare, William.  
Winter's tale (text).  
Shakespeare, William.  
Winter's tale (criticism).  
Shakespeare, William.  
Poems.  
Shakespeare, William.  
Sonnets.  
Shakespeare, William.  
Venus and Adonis.
3. Shakespeare, William. Biography.  
Shakespeare, William. Costume of the characters.  
Shakespeare, William. Criticism.  
Shakespeare, William. Music.  
Shakespeare, William. Plots.  
Shakespeare, William. Sources.  
Shakespeare, William. Stories of the plays.  
Shakespeare, William. Wit and humor.

**Societies.** *See* Place, compound names of places, subjects, societies, institutions.—Place (country, state, city).

**State.** *See* Geographical names.—Place (country, state, city).

**Statutes** (as subhead). *See* Place (country, state, city).

**Subject.** *See* Author arrangement. Works about an author.—**History.** —Maps.—Music.—Person, place, subject, title, having the same name.—Place, compound names of places, subjects, societies, institutions.—Shakespeare.

**Subject** (as subhead).

Arrange subheads of any subject alphabetically under subject. When a subject has country or place subdivisions do not mix with other subheads but file in a second group after them.

*Example*

Railroads.  
 Railroads. Bibliography.  
 Railroads. Construction.  
 Railroads. Laws.  
 Railroads. Periodicals.  
 Railroads. Relation to the state.

After guide marked "Special localities" file by place.

Railroads. England.  
 Railroads. Iowa.  
 Railroads. New York (state).  
 Railroads. New York (city).  
 Railroads. Russia.  
 Railroads. United States.

File subheads separated from subject by comma in one file with those separated by period.

*Example*

Ethics. Dictionaries.  
 Ethics, Family.  
 Ethics, Practical.  
 Ethics, Social.  
 Ethics. Societies.  
 Ethics, State.



Notice that *Painting, Mechanical* is not a subhead of *Painting*, but a separate subject.

**Surnames.** *See* **Personal names, forenames and surnames.**

**Title.**

The arrangement of title entries is first by the heading words; if they are the same, then by the next word; if that is the same, by the next; and so on. Every word, article (except initial article), and preposition included, is to be regarded.

*Example*

Uncovenanted mercies.  
Under a cloud.  
Under the ban.  
Under the greenwood tree; a novel.  
Under the greenwood tree; a poem.  
Under which king.  
The undone task.  
The undone task done.

If two or more titles under an author's name are the same, distinguish by edition or date. If they are the same to the first semicolon, distinguish by what follows.

*Example*

Thorndyke, E. L.  
Educational psychology. 1903.  
Thorndyke, E. L.  
Educational psychology. 3v. 1913-14.  
Rocheleau, W. F.  
Great American industries; minerals.  
Rocheleau, W. F.  
Great American industries; products of the soil.  
Rocheleau, W. F.  
Great American industries; transportation.  
Stories by foreign authors; German.  
Stories by foreign authors; Italian.  
Stories by foreign authors; Scandinavian.

*See also* Abbreviations.—Ampersand.—Articles.—Author arrangement.—Hyphenated words.—Initials.—Numerical figures.—Person, place, subject, title, having the same name.—Place (country, state, city).—Punctuation marks.—Translations.

**Titles of honor.** *See* **Personal names, titles of honor and distinction.**

**Translations.**

Translations and originals are not kept together, but each translation is arranged alphabetically under the author, by its own title.

*Example*

Maeterlinck, Maurice.

Der blaue vogel.

Maeterlinck, Maurice.

The blue bird.

Maeterlinck, Maurice.

Death.

Maeterlinck, Maurice.

Life of the bee.

Maeterlinck, Maurice.

Monna Vanna.

Maeterlinck, Maurice.

La mort.

Maeterlinck, Maurice.

L'oiseau bleu.

Maeterlinck, Maurice.

La vie des abeilles.

If titles are exactly the same for a book in a foreign language and for its English translation, or, for an English book and its foreign translation, file English title first.

**Translator.** *See* **Author arrangement.**

**Transposed subject headings.** *See* **Subject** (as subhead).

✓ **Umlaut.**

ä, ö, ü, in German to be considered a, o, u.

ä, å, æ, ö, ø, in Danish and Swedish to be considered a, o.

If two names are spelled exactly alike except for the umlaut, arrange by the forenames.

*Example*

Muller, Heinrich.

Müller, Heinrich.

Müller, Johann.

Muller, Johann.

When written oe, ae, ue, use both letters in filing.

*Example*

Goethe.

Hueffer.

Gold.

Huffman.

**United States.** *See Place* (country, state, city.)

**Wagner, Richard.**

Arrange entries in the following order.

1. General writings, not including autobiography or correspondence, in one alphabet.
2. Opera scores arranged alphabetically.
3. Opera texts, including librettos and works about separate operas, arranged alphabetically. Under each opera arrange first text of opera, then works about it.
4. Criticism of works arranged alphabetically by name of author of book.
5. Stories of the operas taken collectively, in one alphabet, arranged by name of author of book.
6. Biography of Wagner. In this arrangement all autobiography is filed first, followed by lives of Wagner, arranged secondarily by the author of book.

*Example*

1. Wagner, Richard.  
Die kunst und die revolution.  
Wagner, Richard.  
Oper und drama.
2. Wagner, Richard.  
Lohengrin (score).  
Wagner, Richard.  
Parsifal (score).  
Wagner, Richard.  
Tristan and Isolde (score).
3. Wagner, Richard.  
Lohengrin (text).  
Wagner, Richard.  
Lohengrin (criticism).  
Wagner, Richard.  
Parsifal (text).  
Wagner, Richard.  
Parsifal (criticism).

**Wagner, Richard**—*continued*.

4. Wagner, Richard.  
Gautier, Judith.  
Wagner and his poetical work.  
Wagner, Richard.  
Krehbiel, H. E.  
Studies in the Wagnerian drama.  
Wagner, Richard.  
Newman, Ernest.  
Study of Wagner.
5. Wagner, Richard.  
Barber, Grace Edson.  
Wagner opera stories.  
Wagner, Richard.  
Frost, W. H.  
Wagner story book.  
Wagner, Richard.  
McSpadden, J. W.  
Stories from Wagner.
6. Wagner, Richard, & Liszt, Franz.  
Correspondence.  
Wagner, Richard.  
Family letters.  
Wagner, Richard.  
Mein leben.  
Wagner, Richard.  
Chamberlain, H. C.  
Richard Wagner.  
Wagner, Richard.  
Finck, H. T.  
Wagner and his works.  
Wagner, Richard.  
Muncker, Franz.  
Richard Wagner.





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